

KING'S OAK ACADEMY

**Academy Council Meeting FINAL
Monday 21st October 2019 – 17:00**

AC Members		Attended	Apologies
Diane Owen	Sponsor 1 (Chair)	√	
Sandra Slocombe	Sponsor 2		Accepted
Sonia Tibbatts	Sponsor 3	√	
Gary Pine	Sponsor 4	√	
VACANCY	Sponsor 5		
Adele Rice	Student Advocate	√	
VACANCY	Principal		
Alice Stallard	Parent Councillor	√	
Nicola Read	Parent Councillor	√	
Sarah Franklin	Staff Councillor		Accepted
VACANCY	Staff Councillor		
Dan Nicholls	Executive Principal	√	
Andrew Bush	Local Authority Rep	√	
Invited attendees			
Katherine Ogden	Acting Vice Principal	√	
Jo Thorne	Acorn Primary Lead	√	

Item	Note	Action
1.	Introduction, Administration and Apologies	
1.1	Apologies were received and accepted from Sandra Slocombe and Sarah Franklin.	
2.	Declarations of Interest:	
2.1	None declared.	
3.	Minutes of Previous Meeting:	
3.1	Monday 21 September 2019 <ul style="list-style-type: none"> • Accuracy: No inaccuracies were reported, and the minutes were signed as a true record. • Actions: refer to Appendix 1. 	
4.	Matters Arising:	
4.1	No matters arising	
	Please note, AOB regarding the vacant Principal position took place at the beginning of the meeting, however is noted in section 15.	
5.	Quality of Education including curriculum developments	
5.7	We were in this position last year.	
5.7.1	(KOn) Last year the support was around Teaching and Learning. We also had a lot of staff sickness. Without the help of the School Improvement Team the results would have been considerably worse. Mid-Leaders are receiving support to lead in their departments. Drastic approaches to staff lesson planning are happening. We are no longer 'Fire Fighting' we have plans in place.	
5.8	In terms of AIP, how bad does it have to be before teachers are placed on a Capability review?	
5.8.1	(DN) Part of the difference this year is being more deliberate. The EO allows us to put a mandate in place. KOn has worked very hard to implement new plans. We attended lots of lessons in the first few weeks of term. Attitudes are not bad, behaviour is not bad, time is just not being used effectively.	
5.8.2	(DN) Chris Baker (School Improvement Team) is currently working with 4 members of staff. We have strengthened line management, we are tweaking the pedagogy and have scheduled joint planning time for departments into teachers timetables.	
5.8.3	(KOn) Staff are planning to an extent and we have created a planning hub in the staff room. We are trying to improve consistent delivery and to ensure teachers plan lessons appropriately and maintain the pace. We are working with staff on how to plan and going on Learning Walks to see how the planning is being delivered.	
5.8.4	(DN) We have tightened up Line Management	
5.8.5	(AB) We need to follow this up in the next meeting	
5.8.6	(DN) We have previously been unable to hold staff to account where the lines have not been clear.	
5.8.7	ACTION: (DOn) We require a report for the next meeting to show where we were and where we are now in terms of quality of education.	DN/KOn
5.9	Does Acorn have joint planning?	
5.9.1	(JT) Yes, this is usual in Primary. 1 in 10 days is a planning day and we are aligning with the Secondary school.	

5.10	What about Supply?	
5.10.1	(KOn) Staff absence is better this year. If we have unplanned sickness, we have rooms set up for the students to learn online.	
5.11	What is in place for the Acorn?	
5.11.1	(JT) We don't use lots of supply. We are able to use HLTAs or because of the open plan layout the other teacher in the year group is able to support when a supply is used.	
5.11.2	(DN) We have been purposeful in our use of Supply staff. ACTION: AC would like a data report on the use of Supply Teachers	DN/KOn/JT
6.	Achievement Standards	
6.1	(DN) Yr11 Mocks take place in Term 2 along with assessments in Acorn.	
6.1.2	(JT) Some assessments are being analysed although we don't have the data available as it's too early. ACTION: Data Dashboard to be produced for the next meeting	DN/KOn/JT

6.2	The Yr11 timetable has been re-done – What is the benefit of adding in an extra subject now?	
6.2.1	(KOn) We have been relying on English counting as a grade in the Open bucket, Yr11 have previously studied less subjects than other schools and we have not been curriculum compliant. We felt that the students were able to study another subject ie, BTEC Health & Social Care OR Sport OR Statistics. Students have been able to choose and now have a full curriculum set, and this should improve the whole school outcome. We are mindful that some students are not able to take this on and are supporting parents and students. This won't happen to Yr11 next year as this will be implemented from Yr10.	
6.3	I still find it hard to believe that we're studying less and still doing badly	
6.3.1	(DN) Some students are not Curriculum compliant, we are losing 2/10 in Progress 8. The decision was not taken lightly and we are supporting the BTEC students. We also need to ensure that the English is better.	
6.4	Why is there no specific Raising Attainment intervention for English?	
6.4.1	(DN) English works very closely with the School Improvement Team & Helen Angell (English Lead, CLF). Close planning and line management in the English Department. English will count 3 parts of the Progress 8 score. Previously we have had a number of students who don't fill all of the buckets.	
6.4.2	(KOn) Katie Friedman is doing work directly with English & Humanities and we are starting to see an impact in her work by mindsets changing.	
6.5	Can we add something specific to the plan?	
6.5.1	(DN) You can pick English as one of the subjects due for a close challenge in the next meeting. ACTION: Invite the Head of English & Katie Friedman to the next AC meeting. KOn to advise.	KOn/LP
6.6	How are the Mocks evaluated and how do we know the grades are accurate?	
6.6.1	(DN) Papers are sat throughout the CLF and compared to the other 9 CLF schools. All the Mocks performance is tracked from the last 3 years and we will compare to the Yr7 starting points.	
	Attendance	
6.7	Why is attendance lower in Yr3 & Yr10	
6.7.1	(JT) In Yr3 we have a child with a Medical condition. Nicky Baker is working with the Persistent Absence students and families. It's not a cohort issue, it is specific students.	
6.7.2	(DN) I'm frustrated with the attendance in Yr10. Some of the students have particular needs and the cohort is also smaller by 40 students. Illness/Persistent Absence is not a new concern, and the EWO (Education Welfare Officer) is heavily involved. We have worked hard to engage the students and families, and the students that were on a reduced timetable without clear medical needs have been moved back to a full-time timetable. There was lots of illness in Wk3.	
6.8	Yr7 students always seem to be really keen and then not so much in Yr8	
6.8.1	(DN) The provision needs to be strong. Exclusions have been reduced, we have approximately 12; some of the exclusions are repeats. T6 had 68 exclusions.	
6.8.2	(KOn) We are very good at knowing our families. The Pastoral team are very good and working very hard.	

6.9	Why is the Big Conversation limited to Secondary	
6.9.1	(KOn) We've been very direct with staff, conversations are happening in both sites. Staff confidence & competence is different in both schools.	
6.9.2	(JT) Any messages from Secondary are sent to Acorn Lead and moderated for Acorn where necessary.	
	<i>Behaviour & Exclusions</i>	
6.10	What alternative provision has been introduced at lunch?	
6.10.1	(JT) Not necessarily lunchtimes. We've had some outbursts by children who have been internally excluded. We have implemented Consequence, and support of the Young Person and Restore. The focus is on positive behaviour management. This is mainly to support children with violent outbursts.	
6.11	How will the outdoor environment be improved?	
6.11.1	(JT) Money is an issue. We are trying to Zone the playground, as some areas are too muddy, as they never dry out; equally, some of the grassed areas are not fit for purpose in the Winter. We have fenced off an area under the trees and plan to utilise this for Forest school and we have temporarily fenced off the Garden. Reception class have relocated to the front of the school, which is working very well. We have had Green Play in to quote for the outside space and are awaiting quotes from 2 further companies. The PTA continue to raise funds.	
6.12	This is not the first issue the Primary school has had in terms of the design of the new school. Lessons need to be learnt.	
6.12.1	Things were missed, but we are finding small win solutions.	
6.13	Is it working in Reception now they have moved? Is there a safeguarding risk with their new location near the reception area?	
6.13.1	(JT) It is working a lot better and very well. Staff were very keen to move. There is no safeguarding issue, particularly as the building is no longer a shared site.	
6.14	(DN) The vast majority of students do the right thing every day. Some staff are too quick to resort to isolations. We had to wait to bring in a new behaviour system.	
6.15	What about PSHE for Acorn?	
6.15.1	(JT) We are implementing Jigsaw.	
	<i>Pupil Premium</i>	
6.16	(DN) Guidance has shifted from 1yr to a 3Yr plan. There is a trust wide template that will be ready for the next meeting.	
7.	Safeguarding	
7.1	Safeguarding at KOA is good.	
7.1.2	(AR) End of term reports will be ready for the AC meeting in December; Steve Bane (CLF Safeguarding Lead) will be at KOA to audit.	
	18:48 Alice Stallard left the meeting.	
	(DOn) confirmed that Alice's term as AC ends in December 2019 and this is Alice's last meeting. Thank you for your contribution Alice.	
8.	Finance, Health & Safety and Estates	

9.	Staffing & Wellbeing	
10.	Policies that require review	
11.	Student Voice/Student Advocate	
12.	Governance	
12.1	Where are we with the appointment of a Staff Councillor?	
12.1.1	(DN) We have received 2 applicants therefore a vote will take place shortly. We are due to include a notice in the next school newsletter regarding the Parent Councillor positions as Nicola Read also ends her term in December 2019. Nicola is happy to continue, but if we receive more nominations, a vote will take place.	
12.2	(DOn) DN & I met with a potential Sponsor Councillor, David Tibbetts. We would like to move forward his nomination and he will be proposed at the next COAC in January 2020. David currently works for Dyson. ACTION: LP to invite to the next AC Meeting in December.	LP
12.3	Link Councillors are listed on a separate sheet.	
12.4	Visits for Curriculum links in T2 should be liaised with KOn via Rose McCarthy (Assistant to SLT). It is not the right time for an Immersion day, however Councillors should receive a tour of the Academy from students. Councillors should Deep Dive by Link area rather than meeting in the SLT area and meet with both staff and students.	
12.4.1	ACTION: LP to circulate the new visit Proforma	LP
13.	Equality & Diversity	
14.	Matters for the attention of the Board/COAC	
15.	Any Other business	
	<i>Principal Update: This section was discussed at the beginning of the meeting</i>	
15.1	(DN) Richard Clutterbuck resigned from his position as Principal of KOA in August 2019. Dr Dan Nicholls has been in position as Principal since then. CLF advertised for 3 vacant positions for Principal at 3 Academies; King's Oak, John Cabot and the new Winterstoke Hundred Academy. There were 10 applicants for the 3 positions, 8 candidates were shortlisted for a 2-day assessment and interview. The candidates for the King's Oak position met with a pupil panel at the Acorn site, and a staff panel and also attended assemblies. CLF appointed Principals for both John Cabot Academy and Winterstoke Hundred but made the decision not to appoint any candidate to King's Oak Academy. The candidates were very strong but not right for King's Oak. We didn't want to settle for an OK candidate, we need someone who will take King's Oak forward. King's Oak is at risk and we require someone who will continue with what has already been implemented.	
15.2	The 2 candidates that were successful at JCA and W100 – Were they appointed to these positions before being considered for KOA?	

15.2.1	(DN) No	
15.3	Did the candidates know KOA was an all-through Academy?	
15.3.1	(DN) This was put on the advert, but it was very clear during the 2-day process. Neither candidate had strong plans for an all-through academy.	
15.4	What is the leadership capacity for the rest of the academic year?	
15.4.1	15.4.1 (DN) It will continue as it has done for Term 1 although I am setting a plan with Steve Taylor to gain more capacity. Gemma Read will return from Maternity Leave in Term 3. Gemma will return on 0.6 FTE spread across 4 days for the duration of the academic year. Katie Friedman (CLF Central Team) will continue to work with specific departments and Middle Leaders on 2 days per week. Chris Baker from the School Improvement Team will also be here 2 days per week.	
15.5	Please ensure all Councillors complete the Nimble Training	
15.6	Andrew Bush was appointed to Vice-Chair position – ALL AC agreed	

Meeting closed at 7:15pm

Approved

Date:

Diane Owen

Chair King's Oak Academy Council

Appendix 1

KOA Academy Council

Open Action Item Status

Meeting	Action No	Action and Current Status	Responsible	Open/ Closed
1 July 2019	5.24.2	(DOn) Can we look further into behaviours and exclusions in the October meeting – How does the Academy deal with repeat offenders?	KOn	Closed
1 July 2019	5.28.1	Nicky Baker to present on Thrive at the first AC meeting next term – UPDATE – Defer to later in the academic year	RCK	Open
1 July 2019	7.3.2	LP to update the AC re: Complaints Policy.	LP	Closed
1 July 2019	10.2.3	KOn to provide an update on Staff well-being at the October 2019 AC meeting. – UPDATE – Defer to later in the year	KOn	Open
1 July 2019	14.6.1	Schedule in depth curriculum discussion	LP	Open
1 July 2019	14.6.2	KOn to request 360 feedback on the Academy Council from staff and what are the expectations from staff of the Academy Council?	KOn	Open
23 Sept 2019	6.2	KOn to maintain oversight of actions noted on Policy List	KOn	Open
23 Sept 2019	6.3	KOn to consider best approach for the review and maintenance of policies going forward.	KOn	Open
23 Sept 2019	7.2	Non-staff Councillors to email Leigh if interested in Vice-Chair position.	AC	Closed
21 Oct 2019	5.8.7	(DOn) We require a report for the next meeting to show where we were and where we are now in terms of quality of education.	DN/KOn	Open
21 Oct 2019	5.11.2	AC would like a data report on the use of Supply Teachers	DN/KOn/JT	Open
21 Oct 2019	6.1.2	Data Dashboard to be produced for the next meeting	DN/KOn/JT	Open
21 Oct 2019	6.5.1	Invite the Head of English & Katie Friedman to the next AC meeting. KOn to advise.	KOn/LP	Open
21 Oct 2019	12.2	LP to invite David Tibbetts to the next AC Meeting in December.	LP	Open
21 Oct 2019	12.4.1	LP to circulate the new visit Proforma	LP	Open

Appendix 2

King's Oak Academy Council Trail Tracker 2019-20

A tick indicates when a trail has been scrutinised in depth at a meeting. Refer to the minutes for detail.

Trails will be RAG rated at the end of each meeting.

Trail/Focus Area	Status R/A/G Sept 2019	Meeting 1 21/10/19		Meeting 2 16/12/19	Meeting 3 10/02/20	Meeting 4 30/03/20	Meeting 5 06/07/20
		Acorn	Secon				
AIP Trail1: Teaching		✓	✓				
AIP Trail 2: Culture		✓	✓				
AIP Trail 3: Leadership		✓	✓				
AIP Trail 4: Year 11		✓	✓				
Outcomes Yr7-10							
Outcomes Yr1-4							
Outcomes Early Years							
Disadvantaged							
SEND							
Attendance		✓	✓				
Staff Wellbeing							
Student Wellbeing							
Safeguarding		✓	✓				
Finance							
Health & Safety		✓					
All-through: vision & governance							